



**WORKSOURCE COBB/COBBWORKS, INC.
WORKFORCE DEVELOPMENT BOARD**

MISSION

The mission of CobbWorks is to promote employment and education opportunities that strengthen the workforce and economic development of our community.

VISION

We envision a dynamic, integrated, and responsive workforce system in which businesses are connected with skilled workers and individuals have ready access to career development information, opportunities and supportive services.

REQUEST FOR PROPOSALS

WORKSOURCE COBB/COBBWORKS, INC.
WORKSOURCE METRO ATLANTA INDUSTRY PARTNERSHIPS

*An employer-focused workforce development/employment initiative
In Metro Atlanta high demand industries.*

Release Date:
April 4, 2019

Due Date:
May 6, 2019
3:00 p.m.

AN EQUAL OPPORTUNITY PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities.



ABOUT WORKSOURCE COBB/COBBWORKS, INC.

The mission of WORKSOURCE COBB/COBBWORKS, INC. is to promote employment and education opportunities that strengthen the workforce and economic development of our community. We work closely with partners to provide the high-quality services to the community to ensure that Cobb County has the best workforce and economic development

system. More information about WORKSOURCE COBB/COBBWORKS, INC. can be found at <https://www.worksourcecobb.org/>.



ABOUT WORKSOURCE METRO ATLANTA INDUSTRY PARTNERSHIPS

WorkSource Metro Atlanta Industry Partnerships is a part of the statewide effort to link business and workforce development efforts to create a sustainable, thriving workforce. A joint effort of the Metro Atlanta WorkSource Boards (City of Atlanta, Atlanta Regional, Cobb, DeKalb and Fulton), we currently focus on the healthcare, information technology and transportation, distribution and logistics (TDL) industries. We work with

employers and the workforce partner network to understand and respond to industry needs for skilled labor in high demand occupations. We encourage collaborative efforts across the workforce eco-system that are employer informed and leverage partners' strengths, resources and funding to create new programs and/or scale existing ones that address that address industry needs. More information about WorkSource Metro Atlanta Industry Partnerships can be found at <http://metroatlantaexchange.org/worksource-metro-atlanta/>.

Proposal Overview

The WorkSource Cobb/CobbWorks Workforce Development Board (WDB), hereinafter referred to as CobbWorks, intends to address critical workforce development needs for Cobb County and the Atlanta region in four key industries: (1) Healthcare, (2) Information Technology, (3) Skilled Trades and Construction and (4) Transportation, Distribution and Logistics.

After assessing potential strategies to address this need, CobbWorks has determined that short-term, fast-tracked, scalable workforce efforts that are community focused, have strong employer involvement, collaboration across workforce partners and are focused on high demand industries and jobs are most desirable. To that end, CobbWorks, Inc. is issuing this Request for Proposals (RFP) to identify experienced skills training and placement organizations or consortia, partnered with employers in the identified industries to provide community-based, short-term training, job placement and follow-up for high demand jobs in the Cobb County community. The primary goals of this project include:

- 1) Create an employer demand-driven pipeline of workers with relevant skills, in the identified high demand industries, to address current and future workforce needs of local businesses and to support economic development efforts in our Cobb community;
- 2) Provide eligible trainees with skills and competencies (work-readiness and technical skills) to become quickly employed in a high demand job with a starting wage that is at least the minimum required for WIOA funding (12.00/hour). *Note: Programs where participants will initially make below the WIOA minimum starting hourly wage may be considered if they are part of a career pathway effort that provides significant opportunity for advancement and wage growth.*

- 3) Promote continued education, advancement and pay progression of training graduates by obtaining certifications and industry recognized credentials, enrollment in post-secondary educational programs, advanced skill training opportunities, registered apprenticeships, etc.
- 4) Support graduates in obtaining employment, related
- 5) Utilize the project to work in partnership with employers and encourage collaboration and coordination across workforce providers, programs and resources within the proposed geographic area to support positive community development.
- 6) This RFP will also facilitate proposals for targeted case management of special populations in which training is funded separately, either by WIOA-funded Individual Training Account (ITA) or other funding sources. Case management must be expressly for WIOA eligible individuals.
- 7) This project will be funded by formula funds received by CobbWorks, Inc. through the Workforce Innovation and Opportunity Act (WIOA). President Barack Obama signed WIOA into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform of the public workforce system in more than 15 years. Every year the key programs that form the pillars of WIOA help tens of millions of job-seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. For more information and an overview of WIOA, click [here](#).

Conditions and Requirements

- 1) The awarded funding will be based upon available WIOA funding and quality of proposals. Awards from this solicitation are expected to be in the \$200,000 to \$500,000 range for the period June 30, 2019 through June 30, 2020. CobbWorks reserves the right to negotiate funding levels and scope of proposed services with applicant(s) to limit or expand the project. CobbWorks reserves the right to not fund any proposals submitted in this solicitation period.
- 2) Should additional funding become available during the award period, CobbWorks reserves the right to negotiate for additional services, program expansion, or other provisions under this procurement. Based upon funding availability and satisfactory performance, CobbWorks, at its discretion, may extend the contract resulting from this procurement for up to three additional years of service.
- 3) CobbWorks reserves the right to alter funding amounts due to performance issues, changing local priorities, or funding availability.
- 4) The number of participants to be served must be clearly stated and should reflect a reasonable cost per participant amount.
- 5) CobbWorks considers this project a joint partnership in which organizations awarded funding bring their respective financial and in-kind resources to the collaboration in support of their community. Proposals must effectively demonstrate how WIOA funds and resources will be leveraged against other organizational and system-wide resources to deliver the desired

services. **Under no circumstances will grants be awarded to an organization that would rely solely on WIOA funds to support its program and service delivery.**

- 6) This procurement action will award a cost-reimbursement contract between CobbWorks, Inc. and an individual entity that may subcontract with other organizations or providers identified in the proposal. The *“Application and Consolidated Project Budget Worksheet”* should be fully completed with all participating organizations’ information and budget needs. Payments will only be made from CobbWorks, Inc. to the contracted entity identified in the contract. Sub-recipient payments are the responsibility of that contracted entity. All participating organizations will be subject to a pre-award financial capacity evaluation by CobbWorks or its agent. This evaluation may include one or more of the following activities:
 - a. review of annual audit or financial statements, credit bureau reports for independent contractors or organization principals,
 - b. letters of reference regarding prior business integrity and accountability
 - c. review and documentation of accounting and operational policies and controls
 - d. other reviews or assessments deemed necessary to establish fiscal accountability.
- 7) No cash advances will be made; expenses for the cost reimbursement contract must be billed on a monthly basis with relevant supporting documentation submitted. Payment will be made from CobbWorks or its agent for approved and allowable expenses within 30 days.
- 8) Submission of a proposal stipulates all applicant organizations are compliant with the assurances listed in the *“Assurances Information”* document included as part of the procurement packet. Participating organizations should carefully review the assurances to guarantee compliance. These assurances will be incorporated into the contract and will be monitored during the contract period.
- 9) All participants must meet WIOA eligibility criteria as described by the [WIOA Categories of Eligibility](#) (click on training services at this site to review relevant information). A CobbWorks staff will be assigned to the project to train project staff on eligibility determination and assist in its coordination.
- 10) All program designs must clearly indicate how the program will achieve performance goals for CobbWorks which include: entered employment, credential attainment, quarterly earnings and employment retention.
- 11) Documentation of professional and/or general liability insurance policies will be required of the service provider(s).

Proposal Instructions

1) The timetable for this procurement is as follows:

Procurement Process/Event	Date
RFP Release	April 4, 2019
Bidders Conference (non-mandatory)	April 11, 2019 10:00 a.m. April 23, 2019 10:00 a.m. CobbWorks Workforce Development Center 463 Commerce Park Drive, Suite 100 Marietta, GA 30060
Proposal Due Date Deadline	May 6, 2019 Proposal Submission Packets must be received no later than 3:00 p.m. EST. Late proposals will not be accepted.
Proposal Evaluation	May 7-17, 2019
Staff Recommendations to Board	May 22, 2019
Contract Execution	By June 29, 2019

2) The Proposal Submission Packet will consist of the following two primary documents:

- a. Fully Completed “CobbWorks Applicant Information and Consolidated Project Budget” form which is provided as a PDF for applicants to complete. The form is organized to capture information for a “Primary Applicant” and up to two “Other Applicant(s)”, if applicable.
- b. Project Narrative as outlined below.
- c. **NOTE: If multiple organizations are collaborating to provide services, only one cohesive, comprehensive Proposal Submission Packet should be submitted.**

3) The Project Narrative should not exceed 15 pages. The Project Narrative should be word processed on standard 8.5”x11” white paper, single spaced using a 12-pt. font. Attachments should not be submitted.

4) The Project Narrative should address the specific areas and follow the outline below. If this is a collaborative effort, where multiple organizations will be involved in delivering the services, clearly indicate within the narrative which partner or combination of partners will be responsible for the activities.

- a. History and Capacity of the Applicant Organization(s)
 - i. Explain applicant organization’s experience providing the services specified in this RFP.
 - ii. Discuss the organization’s capacity to deliver the desired services in the time frame indicated.
 - iii. Justify the organization’s financial and administrative capacity to successfully manage the grant award.
 - iv. Quantitatively cite historical performance metrics related to the desired training program (entered employment, credential rate, earnings, employment retention, etc.).

b. Employer Involvement and Alignment to High Demand Industry/Jobs

(A list of Metro Atlanta High Demand Jobs in Healthcare, IT and TDL are included as a

reference in Appendix A of this document. Note: The list is intended to assist organizations considering applying to this RFP. It is not required that proposals directly target these jobs specifically.)

- i. Identify employer/s committed to this project and confirm their inclusion in a high demand sector.
 - ii. Discuss how the proposal meets their workforce needs for high demand jobs.
 - iii. Describe their involvement and commitment to this project including commitment to employing qualified graduates.
- c. Participant Recruitment
- i. What strategies will be utilized to promote and recruit eligible participants for the training program?
 - ii. To what target populations, if any, will recruitment efforts be targeted?
 - iii. Initial Assessment Eligibility Determination
 - iv. Other than WIOA eligibility guidelines for which CobbWorks staff will be assigned to assist in determining, what program eligibility requirements will participants need to meet to participate?
 - v. What assessments are utilized to demonstrate suitability for the program?
- d. Training Delivery
- i. Where will the training and classroom activity occur? Describe the facility's appropriateness for such training.
 - ii. What is the duration and progression of the training?
 - iii. What are the specific instructional components to be delivered? How will instruction be delivered?
 - iv. What specific industry recognized credentials will be obtained by program participants during the training?
 - v. Who is responsible for providing the instruction and what specific experience does that person or organization possess related to construction skills training?
 - vi. How will classes and cohorts be scheduled throughout the initial performance period to achieve the desired number of participants?
- e. Case Management
- i. Describe the case management structure and processes for the project.
 - ii. How will the applicant(s) resolve any barriers to participation? experienced by students?
 - iii. How will participants be encouraged, motivated and supported to successfully complete the program and obtain and retain employment?
 - iv. What support services will be made available to participants?
 - v. NOTE: CobbWorks will assign a staff person to this project to assist in the WIOA components of case management.
- f. Job Placement and Follow-Up
- i. Describe the applicant organization's process for job placement assistance.
 - ii. Provide three business references of companies with which actual placements have been made by the applicant organization (provide name, company, length of placement relationship, email and phone number contact information).
 - iii. Describe follow-up activities and services available to participants to support

employment retention, advancement, and continued education.

g. Budget Justification

- i. Referencing the *"Consolidated Project Budget"* section of the Proposal Submission Packet, fully explain each line item for which funding is requested or In-Kind Contributions are being contributed.
- ii. Explain all expenses and allocated costs as appropriate such as partial staff full-time equivalents (FTE's) and shared space.

- 5) Proposals will be evaluated on a 100-point scale as follows: 1) Demonstrated Capacity (20%), 2) Employer Involvement and Alignment to High Demand Industry/Jobs (20%), 3) Service Delivery Design (40%), and 4) Cost Reasonableness (20%). Proposals for case management of special populations will be evaluated on items 1, 2 and 4 on an 80-point scale.
- 6) Applicants should submit one original (with original signatures) and three copies of the complete Proposal Submission Packet along with an electronic version of the two documents comprising the packet saved to a flash drive which will be returned upon request. **Proposals must be received no later than 3:00 p.m. EST on May 6, 2019 at the CobbWorks Workforce Development Center located at 463 Commerce Park Drive, Suite 100, Marietta, Georgia 30060.** Submissions may be mailed, couriered, or hand delivered to the specified location to the attention of Michelle Baker Williams. Any proposals received after the established date and time will be deemed unresponsive and will not be evaluated.
- 7) Attendance at Bidders Conferences is not mandatory but is encouraged. Scheduled sessions will be held at CobbWorks Workforce Development Center, 463 Commerce Park Drive, Suite 100, Marietta, GA 30060.
- 8) Questions regarding the RFP should be submitted in writing to Michelle Baker Williams at mbwilliams@cobbworks.org.

Appendix A

WorkSource Metro Atlanta High Demand Jobs

The jobs listed below have been identified as “high demand” by Metro Atlanta area by employers participating in WorkSource Metro Atlanta Industry Partnerships. Note: The list is intended to assist organizations considering applying to this RFP. It is not required that proposals directly target these jobs specifically.

Healthcare

- . Certified Nursing Assistant and Patient Care Technician (ONET 31-1014.00)
- . Emergency Medical Technician and Paramedics (ONET 29-2014.00)
- . Environmental Services Technician (ONET 37-2012.00)
- . Food & Nutrition Services Worker (ONET 35-3041.00)
- . Medical Assistant (ONET 31.9092.00)

Information Technology

- . Business Intelligence Analyst (ONET 15-1199.08)
- . Information Security Analyst (ONET 15-1122.00)
- . Computer User/Network Support Specialists (ONET 15-1151.00, 15-1152.00)
- . Information Security Analyst (ONET 15-1122.00)
- . IT Project Managers (ONET 15-1199.00)
- . Software Developers – Applications, Web, Systems (ONET 15-1133.00, 15-1132.00, 15-1134.00)

Transportation, Distribution & Logistics

- . Customer Support Specialists (ONET 43-4051.00)
- . Distribution Center Supervisors/Managers (ONET 11-3071.02)
- . Mechanics (Light, Diesel, Automation) (ONET 49-3023.00, 49-3031.00, 49-9041.00)
- . Package Handlers/E-Commerce Specialists (ONET 53-7064.00)
- . Light and Heavy Truck Drivers (CDL) (ONET 53-3033.00, 53-3032.00)

WORKSOURCE COBB HDCI TRAINING APPLICATION

Please complete the following electronically and sign where indicated. This form will serve as the cover sheet for the proposal packet as instructed in the RFP.

PRIMARY APPLICANT *(lead agency/organization serving as fiscal agent)*

Legal Name: _____
Employer/Taxpayer Identification (EIN/TIN): _____
Organizational DUNS: _____
Street Address: _____
City: _____ State: _____ Zip/Postal Code: _____
Name and contact information of person to be contacted on matters involving this application:
First Name: _____ Last Name: _____
Telephone Number: _____ Email: _____
Subtotal amount to be received by this organization: \$ _____

SIGNATORY INFORMATION

Name: _____ Signature: _____
Title: _____ Date: _____

OTHER APPLICANT 1, IF APPLICABLE *(service providing organization receiving funds from lead organization)*

Legal Name: _____
Employer/Taxpayer Identification (EIN/TIN): _____
Organizational DUNS: _____
Street Address: _____
City: _____ State: _____ Zip/Postal Code: _____
Name and contact information of person to be contacted on matters involving this application:
First Name: _____ Last Name: _____
Telephone Number: _____ Email: _____
Subtotal Amount To Be Received By This Organization: \$ _____

SIGNATORY INFORMATION

Name: _____ Signature: _____
Title: _____ Date: _____

OTHER APPLICANT 2, IF APPLICABLE *(service providing organization receiving funds from lead organization)*

Legal Name: _____
Employer/Taxpayer Identification (EIN/TIN): _____
Organizational DUNS: _____
Street Address: _____
City: _____ State: _____ Zip/Postal Code: _____
Name and contact information of person to be contacted on matters involving this application:
First Name: _____ Last Name: _____
Telephone Number: _____ Email: _____
Subtotal amount to be received by this organization: \$ _____

SIGNATORY INFORMATION

Name: _____ Signature: _____
Title: _____ Date: _____

Total Project Amount Requested: \$ _____

WorkSource Cobb HDCI: Consolidated Project Budget

Please complete the following budget worksheet electronically for the period July 1, 2019 through June 30, 2020. A budget narrative explaining each line item should accompany this worksheet as instructed in the RFP.

	Expense Line Item	In-Kind/Other Contribution	Amount Requested
A.	Primary Applicant Name:		
A.1	Salary/Wages		
A.2	Fringe Benefits		
A.3	Travel		
A.4	Consumable Supplies		
A.5	Equipment		
A.6	Facility Rent/Utilities		
A.7	Insurance and Bonding		
A.8	Transportation		
A.9	Other, if applicable:		
A.10	Other, if applicable:		
A.11	Other, if applicable:		
A.12	Primary Applicant Budget Subtotal:		
B.	Other Applicant 1 Name:		
B.1	Salary/Wages		
B.2	Fringe Benefits		
B.3	Travel		
B.4	Consumable Supplies		
B.5	Equipment		
B.6	Facility Rent/Utilities		
B.7	Insurance and Bonding		
B.8	Transportation		
B.9	Other, if applicable:		
B.10	Other, if applicable:		
B.11	Other, if applicable:		
B.12	Other Applicant 1 Budget Subtotal:		
C.	Other Applicant 2 Name:		
C.1	Salary/Wages		
C.2	Fringe Benefits		
C.3	Travel		
C.4	Consumable Supplies		
C.5	Equipment		
C.6	Facility Rent/Utilities		
C.7	Insurance and Bonding		
C.8	Transportation		
C.9	Other, if applicable:		
C.10	Other, if applicable:		
C.11	Other, if applicable:		
C.12	Other Applicant 2 Budget Subtotal:		
Consolidated Project Budget Total			